



CITY OF RYE, NEW YORK

**2003 – 2005
TECHNOLOGY MASTER PLAN**

**Prepared by
The City of Rye Finance Department**

JULY 19, 2002



CITY OF RYE, NEW YORK

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THE CITY OF RYE FINANCE DEPARTMENT
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TRANSMITTAL LETTER



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CITY OF RYE Department of Finance

July 19, 2002

To the Honorable Mayor, City Council, and City Manager of the City of Rye, New York:

Submitted herewith is the City of Rye 2003-2005 Technology Master Plan. This document includes information about our management information services ("MIS") resources, our policies concerning the planning and responsible use of technology, and our vision for the forthcoming three years concerning technology purchases.

We are fortunate that past technology planning and implementation has brought us to a leadership position when compared to other local governments of our size. Most of our departments have automated systems that allow them to deliver services in a more effective and efficient manner. The electronic exchange of information via e-mail and the Internet allows us to share and distribute information inexpensively and at almost any hour of the day or night. We now transact business over the Internet, accepting payments for taxes and recreation programs.

To maintain our edge and avail ourselves of new and emerging technologies, we must remain vigilant for signs of change. Each year we must review where we are and where we intend to go in the forthcoming years, to ensure that obsolete systems are replaced, and new technology is embraced. This document is a formal summary of our efforts toward those goals.

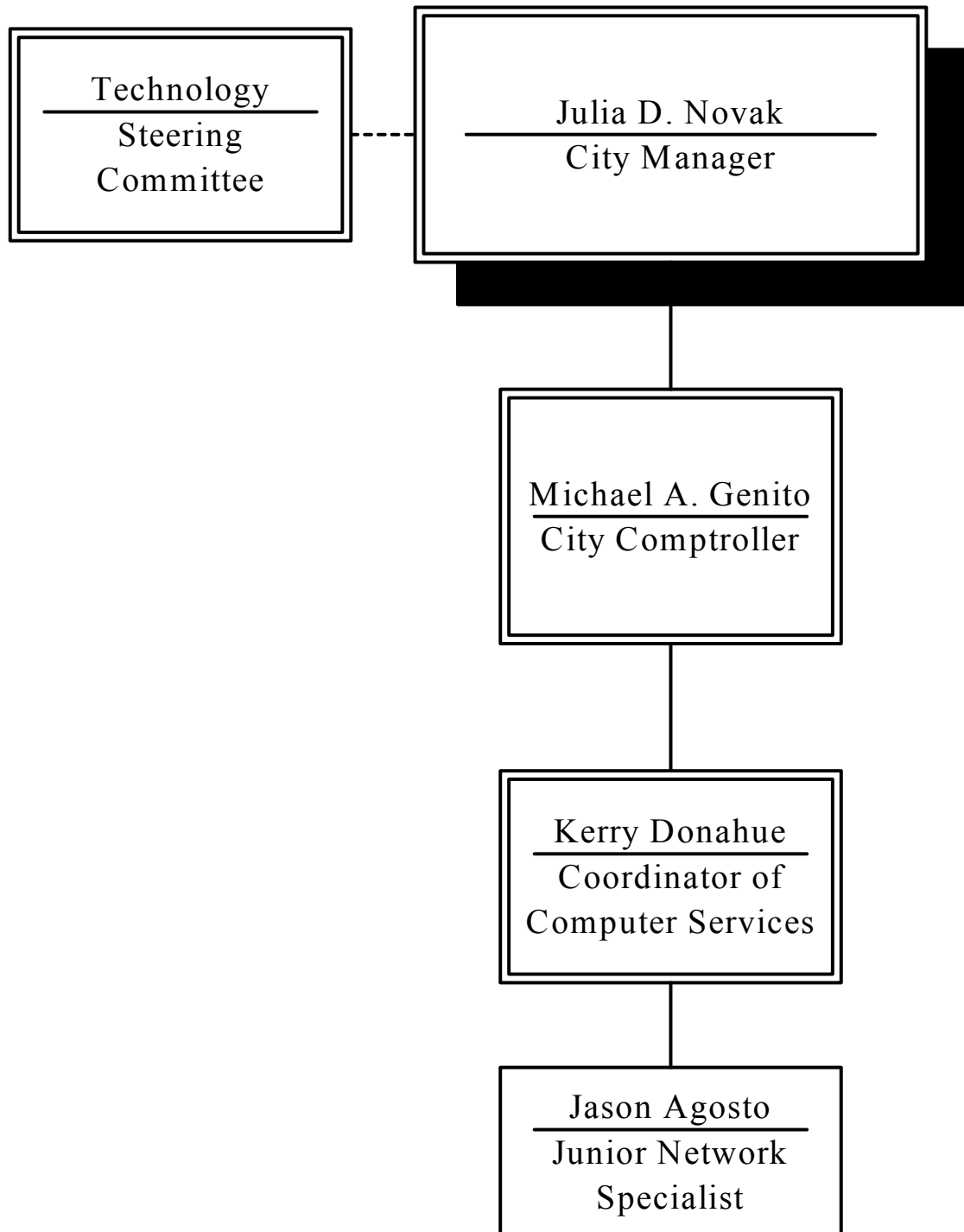
We thank you for your continuing support, and invite your comments, questions, and suggestions concerning this plan.

Sincerely,
CITY OF RYE

A handwritten signature in black ink, appearing to read 'Michael A. Genito', is written over a horizontal line.

Michael A. Genito
City Comptroller

MANAGEMENT INFORMATION SERVICES
ORGANIZATIONAL CHART



STATUS OF PROJECTS PREVIOUSLY PROPOSED

Following is the current status of projects recommended in the previous Technology Master Plan (2001-2003):

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The previous Technology Master Plan (TMP) called for the continued use of professional consulting services, quality control and integration of data collected from various sources; enhancement and conversion of our GIS viewer; training for all City departments; the creation and maintenance of new GIS applications, data, and metadata, and the hardware and software necessary to support our GIS efforts.

Since the release of that TMP, the City has collected data from Harza Engineering (from the flyover of the City), performed a quality control check on that data, and integrated portions of it into our GIS. The City developed a request for proposal (RFP) for six major GIS tasks, and retained the consulting services of Westchester County to review and make recommendations on the proposals.

It appears that the City may have sufficient GIS project funds to fund the six GIS tasks outlined in the RFP, as well as provide training to various departments. The technology in this area has changed dramatically, and many of the applications previously viewed as expensive custom programs may be available at little or no cost.

No additional GIS project funding is recommended in the 2003-2005 Technology Master Plan. However, GIS-related expenses will be included in the operating budgets of several departments that will use GIS (assessor, building, planning, engineering, police, fire, etc.), beginning with the 2003 budget.

NETWORK TOPOLOGY UPGRADE

The Network Topology Upgrade project envisioned the installation of Citrix Metaframe servers, which would allow applications to reside on the servers and be used by personal computers connected to the network, similar to a mainframe configuration. Much of this was to support the extensive data serving required of GIS. A trial Citrix server was installed for testing. The results were promising, but the local cable television service provider, through a very competitively priced County contract, began offering high-speed cable modem and fiberoptic connectivity. This resulted in a decision to postpone the implementation of the Citrix solution until all viable solutions were studied. The Network Topology project funds were spent on the upgrade of two network servers and other network-related hardware and software.

The City is currently in discussions with the cable television service provider for very low cost access to several fiberoptic communications services, including data, phone, and voicemail.

MICROSOFT OFFICE UPGRADE

The Microsoft Office Upgrade project was completed in 2001, upgrading user desktops to Office 2000 products (Word, Excel, etc.). A training program has been established with a firm of professionally qualified instructors, whereby individual employees can attend training sessions that meet their work schedules.

TELEPHONE CABLING AND SYSTEM UPGRADE

This project was originally designed to replace the City's analog telephone system with a digital system. Limited funding for this project allowed for minor improvements and a needs assessment. The needs assessment was completed, and recommendations included a new "PBX" system. However, more recent opportunities have presented themselves to us concerning emerging fiberoptic technology, causing us to reconsider the recommendations made in the needs assessment.

FUEL MANAGEMENT SYSTEM

This project was to provide for a computer-controlled fuel management system at the City's public works facility to be installed in 2001, to track fuel levels and usage. The estimated \$45,000 funding was not made available for this project. It has been moved from the Technology Master Plan to the 2003-2007 Capital Improvement Plan for further consideration.

VIDEO SECURITY SYSTEM

This project was to provide video security to monitor the Sterling Field area, the salt dome, and the recycling center. The estimated \$16,000 funding was not provided for this project. As with the fuel management system, this project has been moved from the Technology Master Plan to the Capital Improvement Plan.

POLICE MOBILE DATA UPGRADE

In 2001, three severe-duty laptop computers and four compatible mobile docking stations assigned to police patrol were replaced. These units, capable of withstanding a wide variety of weather and handling conditions, allow the exchange of data between officers on patrol and police headquarters.

POLICE REPORTING SOFTWARE UPGRADE

In 2001, an upgrade to the police reporting system was installed, allowing patrol officers to use mobile computers to enter most of their reports from their patrol vehicle. This led to efficiencies, increasing the actual amount of time officers spend on patrol and decreasing the time required by them to complete and file reports.

POLICE DEPARTMENT WORKSTATION UPGRADE

In 2001, eight desktop computers used by patrol officers and detectives were replaced in the police station. The computers had reached the end of their technological life.

FIXED ASSETS INFRASTRUCTURE PROJECT

This project, originally estimated at \$20,000 cost, was for the purchase and installation of a fixed asset management system for the finance department. This project was not funded in 2001 or 2002. However, the financial management system software provider had a fixed asset module available for approximately \$6,000 that would interface with the other modules in the financial management system. The finance department took advantage of this offer and purchased the module using funds available in the finance operating budget.

GOLF CLUB TELEPHONE SYSTEM

This project, originally slated for 2001, was deferred to address other Golf Club priorities, and has been carried forward in this 2003-2005 Technology Master Plan.

CITY CLERK AUTOMATED SYSTEM

This project, originally slated for 2002 at a cost of \$55,000, was only partially funded in the 2002 budget. The partial funding allowed for the installation of a City Clerk system that records and maintains minutes, local laws, public notices, and permits and licenses. The second half of this project, included in this 2003-2005 Technology Master Plan, entails the installation of a records management system to image, preserve, and retrieve records.

VOICEMAIL SYSTEM

This project, originally slated for 2002 at a cost of \$60,000, was not funded in the 2002 budget. Recent developments in available technology at little or no cost offered by the area cable television service provider may allow us to implement this project in the 2003-2005 timeframe. The City is currently in discussions with the service provider and the County for cable and/or fiberoptic services that would include a voicemail system.

NETWORK PHOTOCOPIER SYSTEM

This project, originally slated for 2002 at a cost of \$20,000, was not funded in the 2002 budget. The finance department completed a study of photocopier needs, and is currently in negotiations with a copier manufacturer for the leasing of two photocopiers at a cost minimally above that currently paid for maintenance on the present copier. One of the new copiers would be dedicated to high-speed black and white copies, while the other would be dedicated to high-speed color copies. Both copiers have several features, including networking capabilities.

WORKSTATION UPGRADE

This project was included in the 2001-2003 Technology Master Plan to be implemented in 2003 at a cost of \$75,000. It involved the replacement of several desktop computers that would be reaching the end of their technological life. The City has decided to eliminate this as a project and have the cost of replacement hardware included in the departmental operating budgets.

RECREATION DEPARTMENT MANAGEMENT SYSTEM

This project appeared in the 2001-2003 Technology Master Plan with initial funding required in 2003. It is included in this 2003-2005 Technology Master Plan and described in greater detail later in this document and entitled “Recreation Registration System”.

PROPOSED TECHNOLOGY PROJECTS

SUMMARY OF PROPOSED PROJECTS

Department	Project	Estimated Project Cost			
		2003	2004	2005	Total
Finance	Financial Management System	\$ -	\$ 130,000	\$ -	\$ 130,000
City Clerk	Voting Machines	-	-	42,000	42,000
City Clerk	Records Management System	37,700	-	-	37,700
MIS	Server Consolidation	20,000	-	-	20,000
MIS	Operating System Upgrade	15,500	-	-	15,500
Police	Police Radio System	50,000	-	-	50,000
Police	Police Mobile Reporting System	20,000	-	-	20,000
Recreation	Recreation Registration System	23,926	-	-	23,926
Recreation	Recreation Server	15,800	-	-	15,800
Golf Club	Telephone System	15,000	-	-	15,000
Total Capital Technology Requests		\$ 197,926	\$ 130,000	\$ 42,000	\$ 369,926

The above list is a summary of technology initiatives requested by departments and having a total estimated cost of \$15,000 or more. Requests below this \$15,000 threshold would be considered for inclusion in the regular operating budget of the department.

A number of facts should be noted concerning the above list of proposed projects:

- The estimated costs are based upon the best information available at the time of this document's publication. Actual costs may be more or less than originally estimated.
- The estimated implementation year(s) have been developed considering a number of factors, including but not limited to, need, urgency, and department scheduling availability. Actual implementation dates may change based on new information or events.
- While the proposed projects are highly recommended, they cannot be implemented until funding is authorized.
- New and emerging technologies may dramatically affect the consideration or costs of the proposed projects.

FINANCE

Financial Management System

	2003	2004	2005
Estimated Project Costs:	\$-0-	\$130,000	\$-0-

Estimated Annual Costs: \$35,000

Project Description

This project is to upgrade or replace the current financial management system. The estimated project cost of \$130,000 includes \$100,000 in software, installation, training, and first year maintenance and support, plus \$30,000 for the purchase, installation and first year maintenance of a new server. The estimated annual cost of \$35,000 includes \$25,000 for basic hardware and software support plus \$10,000 for additional hardware/software upgrades and repairs.

Project Justification

The current text-based financial management system was purchased and installed in 1998. The software provider has advised us that in a 3 to 5 year time span they will expect all of their clients to migrate to their Windows-based system. Considering the major investment involved we may wish to consider the offerings of other vendors, and issue a request for proposal to all vendors interested, including our current software provider.

CITY CLERK

Voting Machines

	2003	2004	2005
Estimated Project Costs:	\$-0-	\$-0-	\$42,000

Estimated Annual Costs: Unknown

Project Description

This project will fund the purchase of 14 electronic voting machines with handicap accessibility, at a cost of \$3,000 per machine.

Project Justification

New York State is considering new requirements for voting machines, more specifically electronic capabilities and access for handicap voters. Actual specifications and a plan for implementation have not yet been developed by the State.

City Clerk Management System

	2003	2004	2005
Estimated Project Costs:	\$37,700	\$-0-	\$-0-

Estimated Annual Costs: \$5,400

Project Description

This project is the second and final phase of the City Clerk's management system, begun in 2002. This will provide for the installation of imaging hardware and software for records management, allowing instant retrieval, preservation of records, and reduced storage costs. The \$37,700 project cost includes \$25,000 for software, \$10,000 for the initial scanning of records, and \$2,700 for a scanner.

Project Justification

Electronic imaging is preferred over traditional paper record storage due to increased security, the ability to retrieve and reproduce records easily, and the reduced cost and effort associated with record storage and maintenance.

MANAGEMENT INFORMATION SERVICES (MIS)

Server Consolidation

	2003	2004	2005
Estimated Project Costs:	\$20,000	\$-0-	\$-0-

Estimated Annual Costs: No additional annual maintenance cost

Project Description

The objective of this project is to combine three of our database applications onto one database server. Estimated cost of \$20,000 includes \$15,000 for the database server and \$5,000 for installation, configuration and application migration. No additional annual maintenance cost is anticipated, as this server will replace others currently in service.

Project Justification

Currently, three critical City applications (assessment and tax billing, building permit tracking, and the City clerk's management system) are housed on two aging servers. One of these servers is out of warranty and has reached the end of its useful life. Consolidation of these three applications onto one high performance server will provide a stable, reliable, and cost-effective operating and data storage solution.

Operating System Upgrade

	2003	2004	2005
Estimated Project Costs:	\$15,500	\$-0-	\$-0-

Estimated Annual Costs: No additional annual maintenance cost

Project Description

This project will upgrade all server and client computers to current versions of the Windows operating system and Exchange. The version of Windows and Exchange selected will be determined as we approach installation, based upon information concerning which version is most appropriate for our use. The estimated cost of \$15,500 includes \$6,500 for 13 server licenses; \$2,500 for 125 client licenses; \$1,000 for 2 Exchange server licenses, and \$5,500 for 125 Exchange client licenses. There is no recurring annual maintenance costs.

Project Justification

There are three Microsoft-based operating systems (Windows95, Windows98, and Windows2000) utilized on our network. Standardizing on a single operating system will facilitate our users in the performance of their duties while providing enhanced administrative and management capabilities.

POLICE

Police Radio System

	2003	2004	2005
Estimated Project Costs:	\$50,000	\$-0-	\$-0-

Estimated Annual Costs: No additional annual maintenance costs.

Project Description

The Zentron (Motorola subsidiary) proposed radio system is an upgraded version of the current Centracom system. The \$50,000 estimated cost of this project includes all components, including control leads, transmitters, and antennas. No additional annual maintenance costs are associated with this project.

Project Justification

Our police radio system, one of the most critical components of the department's infrastructure, is almost 20 years old. Neighboring communities with similar equipment have begun to experience increasing rates of failure. It is essential to anticipate replacement of the system before a catastrophic failure can occur.

Mobile Report Writing System

	2003	2004	2005
Estimated Project Costs:	\$20,000	\$-0-	\$-0-

Estimated Annual Costs: No additional annual maintenance cost.

Project Description

This project will provide software and system module upgrade for the department's computerized dispatching and report writing system. There is no additional annual maintenance cost

Project Justification

This mobile reporting system will allow police reports to be completed from patrol vehicles, increasing the presence of patrol officers and increasing their efficiency.

RECREATION

Recreation Registration System

	2003	2004	2005
Estimated Project Costs:	\$23,926	\$-0-	\$-0-

Estimated Annual Costs: \$4,295

Project Description

This project will fund the purchase of a recreation registration system from RecWare, including Safari Central, activity registration, facility reservation, pro-active on line registration, membership/pass management, and point of sale. It also includes the transfer of our current files. The estimated cost of this project is \$23,926, with estimated annual maintenance cost of \$4,295.

Project Justification

RecWare, our software provider, has upgraded the registration system, but there is limited support available for the current version. As the department expands, there is a need for facility reservation, membership/pass management (tennis program), and continuing with the expansion of our on-line registration capabilities.

Replacement Server

	2003	2004	2005
Estimated Project Costs:	\$15,800	\$-0-	\$-0-

Estimated Annual Costs: Unknown

Project Description

This project will replace our server and an uninterrupted power supply (“UPS”) unit. Project costs of \$15,800 include purchase and installation of the server and UPS, tapes, back-up software, and Windows 2000 upgrade.

Project Justification

The current server is aging and at the end of its useful life. The recreation applications and files using the server are critical to recreation program administration and management.

GOLF CLUB

Telephone System

	2003	2004	2005
Estimated Project Costs:	\$15,000	\$-0-	\$-0-

Estimated Annual Costs: No estimated additional annual costs.

Project Description

This project will replace the current phone system at the Golf Club, including necessary hardware, software, and features. Project cost of \$15,000 includes the purchase and installation of the entire system.

Project Justification

The current phone system is old and does not adequately serve Golf Club members or customers. Problems with the current phone system disrupt customer service, frustrating customers and employees alike.

TECHNOLOGY STEERING COMMITTEE

HISTORY

In January 1987, the City Manager established the Computerization and Telecommunications Study Committee. The work of this committee led to the establishment of two computerization capital projects, one in fiscal 1988 and the other in fiscal 1989. In order to continue the computerization process in a logical, systematic and coordinated manner, the City Manager established the Computer Steering Committee. The Computer Steering Committee's name was changed in 2000 to the Technology Steering Committee, and its responsibility was broadened to review and facilitate the implementation of all existing, new, and emerging technologies.

MISSION

The mission of the Technology Steering Committee is to provide a clear focus on and responsibility for information systems and other technological applications. The committee will ensure coordinated decision-making and guarantee that highest priorities are met first.

MEMBERS

The Technology Steering Committee consists of the City Manager, and nine other members appointed by the City Manager. The current members are: the City Manager, City Comptroller, Coordinator of Computer Services, Police Commissioner, Fire Inspector, RCTV Coordinator, City Planner, City Clerk, Superintendent of Recreation, and the Building Inspector. Appointments are made based upon functional position within the organization, project management skills, experience, and departmental ownership of major automated systems.

RESPONSIBILITIES

Each year, the Technology Steering Committee submits a proposed three-year Technology Master Plan to the City Manager. The Technology Master Plan includes a description of each request to be considered for funding in the forthcoming City budgets, prioritized by year, with the total estimated cost per year, for each year required for implementation. As regards to the Technology Master Plan, it is the responsibility of the Technology Steering Committee to:

- Develop and maintain a uniform set of criteria by which to assess the merits and relative priority of the various technology proposals.
- Accept technology proposals from all City departments.
- Review the merits of each technology proposal in improving the efficiency and effectiveness of municipal services.
- Recommend the order of priority of all technology proposals.
- Make recommendations to the City Manager on each technology proposal.

The proposed Technology Master Plan is submitted to the City Manager on or before the deadline established by the City Manager. The Technology Steering Committee meets several times during the year to discuss current, new, and emerging technologies, in order to recommend changes that maintain the City of Rye's position as a local government leader in technology initiatives.

CUSTOMER SERVICE STANDARDS

MISSION STATEMENT

The mission of the City of Rye Management Information Services (“MIS”) department is to provide assistance to other City departments in the research, planning, selection, purchase, implementation, and maintenance of technology used to efficiently deliver a wide variety of quality services on a timely basis to the residents and businesses of the City.

OUR CUSTOMERS

We define our customers as those who provide City services (other City departments), and those who wish to avail themselves of City services (taxpayers, residents, businesses, and visitors).

CUSTOMER SERVICE COMMITMENTS

We will assist other City departments in the research, planning, selection, purchase, implementation, and maintenance of technology.

We will assist other City departments, and vendors who provide technology services to the City, in the resolution of issues concerning technology.

We will develop and maintain for the City a multi-year technology plan to prioritize and coordinate the implementation of appropriate and current technology in the most cost-effective manner.

We will review current and emerging technologies with the City of Rye Technology Steering Committee.

We will assist taxpayers, residents, businesses, visitors, and others in their access to City services through available technology.

We will ensure that those who work in and for the City’s Management Information Services department are properly educated, trained, certified, and otherwise qualified to provide essential technology services.

CITY-OWNED TECHNOLOGY POLICY

INTRODUCTION

This policy sets forth the concepts with regard to the proper use of “City-owned technology”, defined as automated systems (hardware and software) and other technology owned or otherwise paid for by the City of Rye, New York.

CITY BUSINESS ONLY

All City-owned technology will be used solely for City business-related purposes, not for personal business or entertainment. Unauthorized modifications to City-owned technology, including the installation of hardware and software, are strictly forbidden.

CITY OWNERSHIP OF INFORMATION

Any information created, stored, transmitted, received, or otherwise processed by City-owned technology is the property of the City, including but not limited to personal files and personal messages. The City retains the right to view, share, publish, or otherwise use this information as may be determined would be in the best interests of the City. Such information may be subject to public disclosure in accordance with law, such as Freedom of Information Law (“FOIL”) requests, or policy, and may be used by law enforcement.

Electronic records, including but not limited to data files and e-mail created in the course of City business, must be stored on computer drives or other media as recommended by the City’s Management Information Services (“MIS”) department and approved by the City’s Records Management Officer (City Clerk) for retention and reproduction. The City’s Records Management Officer will establish the guidelines and procedures for the retention, release, and disposition of electronic records.

DEPARTMENT HEAD RESPONSIBILITIES

Department heads are responsible for ensuring that all employees authorized to use City-owned technology are properly trained and qualified to use such technology, and the City’s policies concerning the use of City-owned technology. Department heads are responsible to ensure that employees who leave City service return any City-owned technology and that MIS is informed to ensure that such persons no longer have access to City-owned technology. Department heads are responsible for the accuracy and timeliness of information posted on the City’s web site concerning their department. Whenever appropriate and practical, department information for public distribution (published reports, brochures, event notices, etc.) should be posted on the City’s web site.

USER RESPONSIBILITIES

All users of City-owned technology should be properly trained and qualified to use such technology, and should seek training and qualification if necessary. All users of City-owned technology are responsible for reporting any abuse, misuse, breach of security, virus, or other act or incident that may compromise the operations or integrity of City-owned technology. Users of

City-owned technology must use reasonable care and due diligence in the use of such technology to prevent unauthorized use. This includes keeping passwords secret, changing passwords periodically, password-protecting or shutting down systems when the systems are unattended by the user and may be accessible to others, ensuring the security and care of items in possession while on travel or otherwise away from City-owned facilities, and immediately reporting any damage, theft, or other loss of City-owned technology.

Users of electronic mail should check their e-mail at least three times a day (morning, mid-day, and late afternoon), and whenever notified that an e-mail has been delivered to them. Users of e-mail should respond to messages as promptly as possible. Since not all City employees may have access to e-mail, measures should be taken to ensure that all expected to receive the message are properly notified.

Users of an electronic calendar should set all business and personal appointments on their calendar to note their availability during business hours. To preserve personal or sensitive information, personal appointments on an electronic calendar need only indicate the appointment as the type of leave (“Personal”, “Vacation”, “Sick”, etc.). Users of an electronic calendar should establish all appointments using the electronic calendar, ensuring that resources such as meeting rooms are reserved. Since not all City employees may have access to an electronic calendar, measures should be taken to ensure that all expected to attend a meeting are properly notified.

QUESTIONS CONCERNING THIS POLICY

Questions concerning this City-owned technology policy should be directed to the Management Information Services department. This policy shall be reviewed annually and revised as desired or required.

CURRENT HARDWARE INVENTORY

<u>Department</u>	<u>Description</u>	<u>Acquired</u>				<u>Estimated</u>
		<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Serial Number</u>	<u>Replacement</u>
Assessor	Laptop	2000	Compaq	Armada 1560DM	J804BNH11480	2004
Assessor	Printer	2001	HP	LaserJet 4000	USMC067485	2004
Assessor	Printer	2000	HP	LaserJet 5M	JPHF140356	2004
Assessor	Workstation	2002	Compaq	EVO E-500	X215JYH2B212	2005
Assessor	Workstation	2002	Compaq	EVO E-500	X216JYH2D550	2005
Assessor	Workstation	2002	Compaq	EVO E-500	X216JYH2D539	2005
Boat Basin	Laptop	2001	Compaq	Armada 1750	5J95CFQ6E55S	2004
Boat Basin	Printer	1996	HP	LaserJet 5P	USFB155569	2004
Boat Basin	Printer	1999	HP	LaserJet 1100	USGN201661	2004
Boat Basin	Server	1995	Compaq	Prosignia 300	62Z1HDK10665	2004
Boat Basin	Workstation	2002	Compaq	EVO E-500	X216JYH2A966	2005
Building	Laptop	2001	Compaq	Armada E-500	1J0CJFB3TI5P	2004
Building	Printer	2001	HP	LaserJet 2100	USCD002666	2005
Building	Printer	2001	HP	DeskJet 340	C2655-40025	2005
Building	Workstation	2002	Compaq	EVO E-500	X215JYHZA443	2005
Building	Workstation	1998	Compaq	Deskpro 4000	6751BNL7P665	2004
Building	Workstation	2002	Compaq	EVO E-500	X216JYH2B868	2005
City Clerk	POS CPU	1997	Westrex	QP	484268	2003
City Clerk	Printer	2002	HP	LaserJet 1200	W3AO152694	2005
City Clerk	Printer	2002	HP	LaserJet 4100	VSJNF25260	2005
City Clerk	Printer	2002	Okidata	Microline 590	112B7007684	2006
City Clerk	Printer	1997	Westrex	7400	74PA00224	2003
City Clerk	Workstation	2002	Compaq	EVO E-500	X215JYH2A417	2005
City Clerk	Workstation	2002	Compaq	EVO E-500	X212JYH2C765	2005
City Clerk	Workstation	2002	Compaq	EVO E-500	X212JYH2C766	2005
City Clerk	Workstation	2001	Compaq	Deskpro EX	X132FR4ZA151	2004
City Clerk	Workstation	2001	Compaq	Deskpro EX	X132FR4ZA161	2004
City Clerk	Workstation	2000	SciEdge	IBM Clone	16764	2004
City Manager	Laptop	2001	Compaq	Armada E-500	1J0CJF133T16E	2004
City Manager	Laptop	2001	Compaq	Armada E-500	1J0CJFB3T186	2004
City Manager	Laptop	2002	Compaq	EVO N-600	3522KB52V21A	2005
City Manager	Printer	1998	HP	LaserJet 6P	USBB102213	2004
City Manager	Printer	2001	HP	DeskJet 2500	SG9BF13079	2005
City Manager	Printer	2000	HP	LaserJet 4050	USBB390613	2005
City Manager	Workstation	1999	Compaq	Deskpro EN	9935CDD20192	2004
Engineering	Laptop	2001	Compaq	Armada E-500	1J0CJFB3T18X	2004
Engineering	Laptop	2000	Compaq	Armada 1560DM	J8128T53P115	2004
Engineering	Printer	2000	HP	DeskJet 820	US67I1406R	2005
Engineering	Workstation	2001	Compaq	NT Workstation	V112JB2ZA005	2004
Finance	Laptop	2001	Compaq	Armada E-500	1J0CJFB3T15B	2004
Finance	POS CPU	1997	Westrex	QP	1-9802071	2003
Finance	Printer	2001	Epson	M114A	A950006765	2005
Finance	Printer	2001	Epson	M114A	A950019423	2005
Finance	Printer	1996	HP	LaserJet 5si	USDH044748	2004
Finance	Printer	1995	HP	LaserJet 4si	USGB578743	2004
Finance	Printer	2001	HP	LaserJet 4050	USCFF005531	2005

Current Hardware Inventory (continued)

<u>Department</u>	<u>Description</u>	<u>Acquired</u>				<u>Estimated</u>
		<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Serial Number</u>	<u>Replacement</u>
Finance	Printer	2002	HP	DeskJet 2500	SG08E8305B	2005
Finance	Printer	2001	Okidata	14-EX	104A0007794	2005
Finance	Printer	2001	Okidata	14-EX	009A0003128	2005
Finance	Printer	1997	Westrex	7400	741524	2005
Finance	Workstation	2002	Compaq	EVO E-500	X201JYH2A648	2005
Finance	Workstation	2002	Compaq	EVO E-500	X215JYHZA417	2005
Finance	Workstation	2001	Compaq	Deskpro ENS866	6124FHG2G898	2004
Finance	Workstation	2002	Compaq	EVO E-500	6X22JYHZ805F	2005
Finance	Workstation	1999	Compaq	Deskpro ENS400	6909CMM2A378	2004
Finance	Workstation	1998	SciEdge	IBM Clone	307263	2003
Finance	Workstation	1998	SciEdge	IBM Clone	309264	2003
Fire	Printer	2002	HP	LaserJet 1200	CNCY096420	2005
Fire	Printer	2000	HP	LaserJet 1100	USHG022886	2004
Fire	Printer	2000	HP	LaserJet 1100	USPF004743	2004
Fire	Workstation	2001	Compaq	Deskpro EX	X112FR3ZA206	2004
Fire	Workstation	1998	Compaq	Deskpro EN	6825BWZ4K657	2004
Fire	Workstation	1996	Compaq	Deskpro 4000	6637BBC8U859	2004
Golf Club	Laptop	2002	Compaq	EVO N-600	6J23KBSZXO34	2005
Golf Club	Printer	2002	HP	HP 1200	CNCB725578	2006
Golf Club	Printer	2002	HP	HP 4100	USJNJ14205	2006
Golf Club	Printer	1998	HP	LaserJet 6L	USHB696357	2004
Golf Club	Printer	2001	HP	LaserJet 1200	CNBB138935	2005
Golf Club	Printer	1999	HP	LaserJet 1100	USLE032463	2004
Golf Club	Printer	1998	HP	LaserJet 6L	JPHLO51245	2004
Golf Club	Printer	2000	HP	LaserJet 1100	USDG088388	2004
Golf Club	Printer	1999	HP	LaserJet 1100	USJC167209	2004
Golf Club	Printer	1999	HP	LaserJet 1100	USJC196865	2004
Golf Club	Printer	2001	HP	LaserJet 1200	CNBB083527	2005
Golf Club	Printer	1999	HP	LaserJet 1100	USJB024502	2005
Golf Club	Printer	1999	HP	LaserJet 1100	USGN098250	2005
Golf Club	Workstation	2002	Compaq	EVO E-500	X213JYHQB138	2005
Golf Club	Workstation	1996	Compaq	Deskpro 4000	A604HS18E409	2004
Golf Club	Workstation	2001	Compaq	Deskpro EX	X116FR3ZA372	2004
Golf Club	Workstation	2001	Compaq	Deskpro EX	X116FR3ZA363	2004
Golf Club	Workstation	1997	Compaq	Deskpro 4000	6702HVT5U130	2004
Golf Club	Workstation	1998	Compaq	Deskpro EN	6850CKF2AO44	2004
Golf Club	Workstation	1993	Compaq	Prolinea 4/25	6333HEP22214	2004
Golf Club	Workstation	1998	Compaq	Deskpro 4000	6806BNL7Q783	2004
Golf Club	Workstation	2001	Compaq	Deskpro EX	6113FR4ZB026	2004
Golf Club	Workstation	2000	Compaq	Presario	R004CRT21232	2004
Golf Club	Workstation	2002	Compaq	EVO E-500	X216JYHQB862	2005
Golf Club	Workstation	1998	Compaq	Deskpro 4000	6808BNT4D647	2004
Golf Club	Workstation	1995	Compaq	Deskpro 4000	D515HKW4E040	2004
Golf Club	Workstation	2000	SciEdge	IBM Clone	31111303	2004
Golf Club	Workstation	2000	SciEdge	IBM Clone	35817	2004
Golf Club	Workstation	2000	SciEdge	IBM Clone	16769	2004

Current Hardware Inventory (continued)

<u>Department</u>	<u>Description</u>	<u>Acquired</u>				<u>Estimated</u>
		<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Serial Number</u>	<u>Replacement</u>
Law	Laptop	2001	Compaq	Armada E-500	LJ0CJFB3T1BK	2004
Law	Printer	1998	HP	LaserJet 6P	USDQ01192	2004
Law	Workstation	2002	Compaq	EVO E-500	X216JYH2A964	2005
MIS	Printer	2002	HP	LaserJet 1200	CND1019297	2005
MIS	Server	2001	Compaq	Proliant ML530	D129FPY1K040	2005
MIS	Server	2001	Compaq	Proliant ML530	D129FPY1K017	2005
MIS	Server	2000	Compaq	Proliant 1600	3026CNJ10000	2003
MIS	Server	1998	Compaq	Prosignia 200	D847BWP10092	2003
MIS	Server	1998	Compaq	Prosignia 200	D824BWP20015	2003
MIS	Server	1997	Compaq	Proliant 800	6746BJW1P324	2004
MIS	Server	1998	Compaq	Proliant 800	D806BJW10839	2004
MIS	Server	1996	Compaq	Prosignia 500	6610HUH10494	2002
MIS	Server	1998	Compaq	Proliant 800	D916CDG10126	2005
MIS	Server	1996	DEC	1000-A	N1651030DF	2004
MIS	Server	1999	DEC	1000-A	N171503ANX	2004
MIS	Workstation	1998	Compaq	Deskpro 2000	6808BNT4F196	2004
MIS	Workstation	2001	Compaq	Deskpro EN	6124FHGZG575	2004
MIS	Workstation	1998	Compaq	Deskpro EN	6836BWZ4J713	2004
MIS	Workstation	1999	Compaq	Deskpro EP	6949CJN4L761	2004
MIS	Workstation	1998	Compaq	Deskpro EN	6852CBM2A573	2004
MIS	Workstation	2000	Compaq	Deskpro EN	6039FR4ZS676	2004
MIS	Workstation	1997	SciEdge	IBM Clone	16767	2004
Nature Center	Printer	1998	HP	LasetJet 6P	USDQ011189	2004
Nature Center	Printer	1998	HP	LaserJet 5P	USFB155639	2004
Nature Center	Workstation	2002	Compaq	EVO E-500	TBD	2005
Nature Center	Workstation	2002	Compaq	EVO E-500	TBD	2005
Nature Center	Workstation	1998	Compaq	Deskpro 4000	6808BNT4F652	2004
Personnel	Printer	2002	HP	LaserJet 1100	USJD001749	2005
Personnel	Workstation	1999	Compaq	Deskpro EP	6907CCJPA152	2004
Planning	Laptop	1998	Compaq	1560 DM	J812BT53P115	2004
Planning	Printer	2000	HP	Deskjet 870CE	SG73A140YG	2005
Planning	Printer	2000	HP	LaserJet 4000	USEF051186	2005
Planning	Workstation	2001	Compaq	NT Workstation	V112JB2ZA006	2005
Planning	Workstation	1996	Compaq	Deskpro 4000	6639BBC38712	2004
Police	Laptop	1998	Compaq	Armada 1700	IJ92CB23N20N	2004
Police	Laptop	2001	Panasonic	CF-25	1FKYA03661	2004
Police	Laptop	2001	Panasonic	CF-25	1FKYA03660	2004
Police	Laptop	2001	Panasonic	CF-25	1FKYA04360	2004
Police	Laptop	2001	Panasonic	CF-25	1FKYA04460	2004
Police	Laptop	2000	Panasonic	CF-25	0BKSA12940	2003
Police	Printer	1999	Epson	Stylus 700	AWE1091667	2004
Police	Printer	1999	HP	LaserJet 2100	USCD020824	2005
Police	Printer	1998	HP	LaserJet 5	JPBF173592	2004
Police	Printer	1995	HP	LaserJet 4Plus	USFC275885	2004
Police	Printer	1995	HP	LaserJet 4Plus	USFC275884	2004
Police	Printer	1995	HP	LaserJet 4Plus	USFC275887	2004

Current Hardware Inventory (continued)

<u>Department</u>	<u>Description</u>	<u>Acquired</u>				<u>Estimated</u>
		<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Serial Number</u>	<u>Replacement</u>
Police	Printer	2000	Okidata	Microline 184T	075Q3148497K	2004
Police	Printer	1994	Panasonic	KX-P1180I	2DKBQA06027	2004
Police	Printer	1995	Panasonic	KX-P1092I	9AKAAK38331	2004
Police	Server	2001	Compaq	Prolient ML500	D130FPY1K072	2005
Police	Server	2001	Compaq	Prolient ML500	D149FPY1K006	2005
Police	Server	1996	Compaq	Prosignia 300	6513HPH20242	2004
Police	Workstation	2000	Compaq	Deskpro EXM	6052FR4ZA030	2004
Police	Workstation	2001	Compaq	Deskpro EN	V113DYSZA908	2004
Police	Workstation	2000	Compaq	Deskpro EXM	6052FR4ZD769	2004
Police	Workstation	2001	Compaq	Deskpro EN	V113DYSZA909	2004
Police	Workstation	2001	Compaq	Armada E-500	1J0CJFB3T1BM	2004
Police	Workstation	1997	Compaq	Deskpro 6000	6722BMY3D345	2004
Police	Workstation	1999	Compaq	Deskpro EN	6949CKH6K366	2004
Police	Workstation	1999	Compaq	Deskpro EN	6909CD47B576	2004
Police	Workstation	2000	Compaq	Deskpro EXM	6052FR4ZD800	2004
Police	Workstation	2001	Compaq	Deskpro EN	V113DYSZA910	2004
Police	Workstation	2002	Dell	Dimension 4400	1VN7F11	2005
Police	Workstation	2002	Dell	Dimension 4400	4VN7F11	2005
Police	Workstation	2002	Dell	Dimension 4400	FTN7F11	2005
Police	Workstation	2002	Dell	Dimension 4400	JCM7F11	2005
Police	Workstation	1996	Dell	325SX	1SMTW	2004
Police	Workstation	2002	Dell	Dimension 4400	GTN7F11	2005
Police	Workstation	1997	SciEdge	IBM Clone	16761	2004
Police	Workstation	1997	SciEdge	IBM Clone	16759	2004
Police	Workstation	1997	SciEdge	IBM Clone	16763	2004
Public Works	Printer	2002	HP	LaserJet 2100	CNBB100394	2006
Public Works	Printer	2002	HP	LaserJet 1200	CNCB279698	2006
Public Works	Workstation	1998	Compaq	Deskpro EN	6837BWZ4J050	2004
Public Works	Workstation	1998	Compaq	Deskpro EN	6836BWZ4J204	2004
Public Works	Workstation	1998	Compaq	Deskpro 4000	6831BWZ4J745	2004
Public Works	Workstation	1998	Compaq	Deskpro EN	6836BWZ4J770	2004
Public Works	Workstation	2001	Compaq	Deskpro EX	6133FR4ZA682	2004
RCTV	Laptop	2001	Compaq	Armada E-500	1J0CJFB3T186	2004
RCTV	Printer	1999	HP	LaserJet 1100	USGN098263	2005
RCTV	Workstation	1999	B&H	IBM Clone	BHPV00064499	2004
RCTV	Workstation	2000	Compaq	Deskpro ENS	6011DFL5A320	2004
RCTV	Workstation	2001	Compaq	Deskpro ENC	6X1ADYSZ22RE	2004
RCTV	Workstation	2002	Compaq	EVO E-500	X216JYH2A947Z	2005
RCTV	Workstation	2002	Compaq	EVO E-500	X216JYHZA96Z	2005
RCTV	Workstation	1995	DFI	IBM Clone	NE96124443	2004
RCTV	Workstation	2000	SciEdge	IBM Clone	22813	2004
RCTV	Workstation	2000	SciEdge	IBM Clone	100650	2004
RCTV	Workstation	2000	SciEdge	IBM Clone	21918	2004
Recreation	Laptop	2001	Compaq	Armada E-500	LJ0CJFB3T17X	2004
Recreation	Printer	1998	HP	LaserJet 5P	USFB254977	2004
Recreation	Printer	1999	HP	LaserJet 2100	USBD039905	2006

Current Hardware Inventory (concluded)

<u>Department</u>	<u>Description</u>	Acquired			<u>Serial Number</u>	Estimated
		<u>Year</u>	<u>Make</u>	<u>Model</u>		<u>Replacement</u>
Recreation	Printer	1999	HP	LaserJet 1100	USGN098224	2005
Recreation	Printer	1999	HP	LaserJet 4000	USSC028805	2005
Recreation	Printer	1999	HP	LaserJet 1100	USGN098260	2005
Recreation	Workstation	1999	Compaq	Deskpro EP	6910CL94B745	2004
Recreation	Workstation	2002	Compaq	EVO E-500	X215J4HZB201	2005
Recreation	Workstation	2001	Compaq	Deskpro EX	X116FR3ZA373	2004
Recreation	Workstation	2002	Compaq	EVO E-500	X215JYHZA436	2005
Recreation	Workstation	1998	Compaq	Prosignia	D819BWP20047	2004
Recreation	Workstation	1999	Compaq	Deskpro EP	6911CL94A157	2004
Recreation	Workstation	1999	Compaq	Deskpro EP	6911CL94A105	2004
Recreation	Workstation	2001	Compaq	Deskpro EX	X112FR3ZA207	2004
Recreation	Workstation	1996	Compaq	Deskpro 4000	6647BK2E964	2004
Recreation	Workstation	2000	SciEdge	IBM Clone	3111105	2004

CURRENT SOFTWARE INVENTORY

<u>Department</u>	<u>Manufacturer</u>	<u>Title and Version</u>
All Departments	Adobe	Acrobat Reader 5.0
All Departments	Executive Software	Diskeeper 7.0
All Departments	General Code Publishers	PC Code Book 3.0
All Departments	McAfee	Virus Scan ASaP
All Departments	Microsoft Corp.	FrontPage 2000
All Departments	Microsoft Corp.	Image Composer 1.5
All Departments	Microsoft Corp.	Office 2000
All Departments	Microsoft Corp.	Windows 2000
All Departments	Microsoft Corp.	Windows 95 B
All Departments	Microsoft Corp.	Windows 98 SE
All Departments	Microsoft Corp.	Windows NT Workstation 4.0 SP-6a
All Departments	QPC Software	QVT/Net 5.0
All Departments	Symantec	PC Anywhere 10.5
All Departments	Winzip Computing Inc.	Winzip ver 8.0
Assessor	High Perform Inc.	High Perform 97
Assessor	Software Consultant Associates Inc.	Property Assessment System 2.06e
Assessor	Software Consultant Associates Inc.	Tax System 3.08a
Boat Basin	SuperBase	SuperBase H2O SB2001
Building	Govern Software Inc.	Govern Land Management System 7.0
Building	Intermedia Design Autobook	NFPA Fire Codes
Building	Intermedia Design Autobook	NY- Build 5.4
Building	Palm Inc.	Palm Hot Sync 4.0.1
Building	Puma Tech	Intellisync 5.0
City Clerk	Business Automated Systems	City Clerks Automated System
City Manager	Microsoft Corp.	Publisher 2000
City Manager	Microsoft Corp.	Visio 2000
City Manager	Palm Inc.	Palm Hot Sync 4.0.1
City Manager	Puma Tech	Intellisync 5.0
Engineering	Autodesk Inc.	AutoCad Land Development 2000
Engineering	ESRI	ArcView 3.2a
Engineering	Microsoft Corp.	Visio 2000
Finance	Adobe	Acrobat 5.0
Finance	ADP	ADP Payroll 4.0 for Windows
Finance	Chase Bank	Chaselink
Finance	Complus Data Intergrations Inc.	Complus Parking System TIP/FE
Finance	IP Switch	WSFTP 4.12

Current Software Inventory (continued from previous page)

<u>Department</u>	<u>Manufacturer</u>	<u>Title and Version</u>
Finance	Microsoft Corp.	Visio 2000
Finance	Palm Inc.	Palm Hot Sync 4.0.1
Finance	Puma Tech	Intellisync 5.0
Finance	Scan Soft	Omni Form 4.0
Finance	Scan Soft	Paper Port Deluxe 8.0
Finance	Software Consultant Associates Inc.	Property Assessment System 2.06e
Finance	Software Consultant Associates Inc.	Tax System 3.08a
Finance	Sunguard Pentamation	Pentamation Government Series
Finance	Veritas	Crystal Decisions 8.5
Fire	Alpine Software Inc.	Red Alert NFIRS 5.0
Golf Club	Bowne Management Systems	Golf Club Management Systems 2.0.5
Golf Club	Broaderband	Print Shop Pro Deluxe 7.0
Nature Center	Palm Inc.	Palm Hot Sync 4.0.1
Nature Center	Puma Tech Inc.	Intellisync 5.0
Planning	ESRI	ArcView 3.2a
Police	Aether Packetcluster	Patrol Version 42.0
Police	Looseleaf Law Publications Inc.	Criminal Procedure Law And Penal Law
Police	Looseleaf Law Publications Inc.	NYS Vehicle & Traffic Law
Police	New Technology Police Systems	Facstore FS Cards 2.1.3.19
Police	Palm Inc	Palm Hot Sync 4.0.1
Police	Puma Tech	Intellisync 5.0
Police	Sierra Wireless	Watcher Version 4.2.1
RCTV	Adobe	Pagemaker 5.0
RCTV	Adobe	Photoshop 5.0
RCTV	Adtec Inc.	Win Litening 2.0
RCTV	Global Streams	Globe Caster Studio Build 2.6
RCTV	Target Vision Inc.	Target Vision Enterprise 2.2
RCTV	Tech Electronics Inc.	Win PVC 1.0.10
Recreation	Broaderband	Print Shop Pro 7.0
Recreation	RecWare	Recware Pro 3.3b

